

City of Selah
Council Minutes
April 11, 2017

Regular Meeting
Selah Council Chambers
115 West Naches Avenue
Selah, WA 98942

A. Call to Order Mayor Raymond called the meeting to order at 4:00pm.

B. Roll Call

Members Present: Paul Overby; John Tierney; Roy Sample; Roger Bell; Diane Underwood;
Russell Carlson

Members Absent: Laura Ritchie

Staff Present: Donald Wayman, City Administrator; Bob Noe, City Attorney; Dale
Novobielski, Clerk/Treasurer; Gary Hanna, Fire Chief; Rick Hayes, Police
Chief; Joe Henne, Public Works Director; Dave Mullen, Recreation
Manager; Bree Tait, Civic Center Manager; Tom Durant, City Planner;
Andrew Potter, Human Resources Manager; Monica Lake, Executive
Assistant

C. Councilmember Absence – Motion to Excuse

Mayor Raymond noted that Council Member Ritchie would be arriving late.

D. Pledge of Allegiance

Council Member Bell led the Pledge of Allegiance.

E. Invocation

Pastor Jason Williams gave the prayer.

F. Agenda Changes **None**

G. Public Appearances/Introductions/ Presentations

1. Whitney Stohr, SDA – Business Façade Improvement Grant Program

Whitney Stohr, Selah Downtown Association, approached the podium and addressed Council. She announced that the facade improvement grant program is closed, and they have awarded two grants from among the four applications submitted. She said that the majority of the funds were awarded for the

redevelopment of the former Selah Lighting Company building, with the remainder to Sundance Espresso to assist them in complying with sign guidelines at their future location. She announced that there will be a Selah community swap meet during the Second Saturday event in May, with vendors limited to nonprofits and other community entities looking to fundraise; all proceeds would stay with those organizations, but there would be a one dollar charge for anyone to enter and shop, with the monies raised going to purchase items for the Selah Civic Center. She noted that the second annual downtown cleanup day is the same day, and that they are asking for volunteers to bring their own tools and help clean up Selah. She finished by saying that this year's version of the parklets would also be installed that day, continuing the successful run of last year's parklet.

Mayor Raymond requested confirmation that they would be installing the parklet that day.

Ms. Stohr responded in the affirmative, saying that there will be three rather than simply one.

Mayor Raymond asked if all would be staying in the same locations.

Ms. Stohr replied in the affirmative, adding that all three would be in their locations from May to late September or early October.

2. Jeremie Dufault - Military Veterans will clinic on Armed Forces Day

Major Jeremie Dufault approached the podium and addressed Council. He said that he has a project he would like to promote, with Council's permission. He explained that it is an Armed Forces Day will planning clinic at Davis High School, with both JAG officers and civilian attorneys there to assist veterans in preparing their wills. He added that they are trying to get the word out around the county.

Mayor Raymond requested that he let them know if they can do anything else to help.

H. Getting To Know Our Businesses **None**

I. Communications

1. Oral

Mayor Raymond opened the meeting. Seeing no one rise to speak, she then closed the meeting.

Council Member Ritchie joined the meeting.

2. Written

a. Thank You Letter from People For People

b. March Monthly Report for Building Permits/Inspections and Code Enforcement

Council Member Tierney questioned the need to charge the Viking band ten dollars for a car wash permit.

Public Works Director Henne responded that the Ordinance lists that amount as the fee.

Council Member Tierney asked if the fee could be waived.

Mayor Raymond remarked that if they waive it for them, they have to waive it for everybody, as all of the car washes are nonprofit.

Public Works Director Henne said they can discuss it.

Council Member Tierney felt that it was ridiculous to charge them ten dollars for a fundraising event to benefit the band.

Council Member Overby thought that the fee had something to do with metering the water and discharge issues, adding that he thought it was a nominal amount.

Council Member Tierney opined that it almost cost the City more to process it than the fee assessed.

Council Member Overby commented that he believed they had to adopt that Ordinance as part of their stormwater plan.

J. Proclamations/Announcements **None**

K. Consent Agenda

Executive Assistant Lake read the Consent Agenda.

All items listed with an asterisk (*) were considered as part of the Consent Agenda.

* 1. Approval of Minutes: March 28, 2017 Council Meeting

* 2. Approval of Claims & Payroll:

Payroll Checks Nos. 80547 – 80573 for a total of \$262,576.34

Claim Checks Nos. 69210 – 69296 for a total of \$408,274.32

Council Member Tierney moved, and Council Member Bell seconded, approval of the Consent Agenda as read. By voice vote, approval was unanimous.

L. Public Hearings **None**

M. General Business

1. New Business **None**

2. Old Business **None**

N. Resolutions

1. Resolution Authorizing the Mayor to Sign Release of Utility Easement across Property owned by Leading Force Holding Company, LLC

City Planner Durant addressed N – 1. He said that the Resolution is authorizing the Mayor to sign a release on part of the property owned by Leading Force Holding Company, LLC, that once belonged to Dean Paulson's group, adding that they did a short plat to segregate the house from the rest of the property and discovered an old city water pipe easement that was never used. He explained that they have requested that the City do the paperwork to vacate that portion of the easement that crosses the subject property.

Council Member Overby wondered if there were already houses built on top of the easement.

City Planner Durant replied that he isn't sure if there are houses built on it, but it does cut right through the Paulson owned site. He noted that the easement has been there since 1970s.

Council Member Sample asked where it was, relative to Mr. Paulson's house.

City Planner Durant responded that the easement starts at the southeast part of the property, where Selah Vista Phase 1 is, crosses to the northwest, and then comes through the west end of Mr. Paulson's lot and head north.

Council Member Sample inquired as to whether it goes under the newer houses built on Apple Way.

City Planner Durant replied that he didn't know for sure.

Council Member Sample felt that it could be a problem.

City Planner Durant responded that it might go across the property line, clarifying that they are only vacating it on the Paulson property.

Council Member Tierney wondered if it might have adverse implications on future planning for water on future developments.

Public Works Director Henne replied in the negative.

Council Member Tierney moved, and Council Member Sample seconded, to approve the Resolution Authorizing the Mayor to Sign Release of Utility Easement across Property owned by Leading Force Holding Company, LLC. Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – Yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

2. Resolution Authorizing the Mayor to Award a Construction Contract between the City of Selah and Reclaim Company of Yakima, Washington for the Selah Volunteer Park

Public Works Director Henne addressed N – 2. He said that they did a bid opening on April 4 for construction of Volunteer Park, with three bids submitted, and the low bid is approximately seventeen percent below the engineer's estimate. He stated that he spoke to the individual as to why it was so much lower, and was told that this project fits a hole in their construction schedule and they want to make good use of that spot. He asked that Council approve the Resolution awarding the contract to Reclaim Company.

Council Member Sample requested that he tell them something about the company.

Public Works Director Henne responded that he has never worked with them, but the City's engineering firm has worked with them on another project and said their work was satisfactory.

City Administrator Wayman noted that they put a lot of weight in HLA's opinion on the project, and received a good reference on this company.

Public Works Director Henne remarked that it was cheaper because they wanted to keep their crew busy.

Council Member Sample asked if this was to clean up the site.

Public Works Director Henne replied that it is for the entire project.

Council Member Carlson inquired about the variation in bids on traffic control numbers.

Public Works Director Henne responded that traffic control and mobilization will float around depending on whether they hire out or do it in house, adding that they are required to have flaggers.

Council Member Carlson wondered about the removal of structures and obstructions, asking what needs to be removed.

Public Works Director Henne replied that there has been some concrete dumped on property, and an Eagle Scout project done there as well.

City Administrator Wayman commented that they will try to salvage the Eagle Scout project.

Council Member Carlson inquired about cost savings by having volunteer workers do items twenty-three, twenty-four, and twenty-five.

Public Works Director Henne responded that the contract stated they can remove items, adding that the contractor has people who do this type of work, and they have volunteered to help with the sprinklers and installation of toilets.

Council Member Carlson thought that they could ask for volunteers with experience to assist.

Public Works Director Henne remarked that the toilet installation and sprinkler system have been discussed.

City Administrator Wayman observed that there would be plenty of opportunities for volunteers once they get this done, and that they will need sweat equity to further enhance the park. He cautioned Council about cherry picking items out of the list, saying that they can and will, where appropriate, pick items out to assign to volunteers.

Public Works Director Henne gave an example of why they need to be careful about that, adding that he doesn't have a list of volunteers.

Council Member Carlson stated that Recreation Manager Mullen has a short list of volunteers. He found it very odd that TTC came in at exactly the engineer's estimate on item number six, saying that is a red flag to him.

Public Works Director Henne replied that they must have thought the engineer's estimate was a good number.

Council Member Tierney expressed concern about the lower pricing regarding items thirteen, eighteen and nineteen, wondering if they would get the same quality of product.

Public Works Director Henne responded that they put in what the City specifies for product, and their spec covers everything for materials.

Council Member Bell inquired about any difference regarding end numbers where they spend under on one item but over on another.

Public Works Director Henne explained that, once the project starts, all items on the spreadsheet show cost, quantity, and percentage of completion, with the progress estimate based on project completion. He stated that on some quantities things go over and they review, saying that everything is based on that line item.

Council Member Carlson moved, and Council Member Bell seconded, to approve the Resolution Authorizing the Mayor to Award a Construction Contract between the City of Selah and Reclaim Company of Yakima, Washington for the Selah Volunteer Park. Council Member Overby – yes; Council Member Tierney – yes; Council Member Sample – yes; Council Member Ritchie – yes; Council Member Bell – Yes; Council Member Underwood – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.

O. Ordinances **None**

P. Public Appearances **None**

Q. Reports/Announcements

1. Departments

Police Chief Hayes had no report.

Fire Chief Hanna said that they have Edith House this week and into next week for the second graders, telling Council they are welcome to come and join in. He commented that they had the new recruits do live fire training last Saturday at the Yakima training tower.

City Planner Durant said that they are working on the Comprehensive Plan, saying that it is still being reviewed by the Department of Commerce, and the SEPA review ends tomorrow. He stated that the Planning Commission looked at the GMA required amendments at their last meeting, and will continue to do so at the next one. He remarked that they are looking at the Selah Vista project and have information on the Aquatics center for review as well, and finished by saying that they will have the new planner at the next meeting, who will be presenting a Planning Commission recommendation on the Selah School District project.

City Administrator Wayman expressed his thanks to City Planner Durant on behalf of both himself and the City, saying that he did a great job standing in, and informed Council that he will be around for a couple more months to allow for smooth turnover with the new planner.

Civic Center Manager Tait said that they have a blood drive on Thursday, and the Kiwanis breakfast with the Easter Bunny from nine to eleven am at the Civic Center.

Public Works Director Henne informed Council Member Tierney that all car washes are fund raisers, and when Council set the ten dollar fee it was thought that a nominal fee would keep people honest.

Council Member Tierney responded that he was surprised, as he did not recall seeing that fee before. He wondered if City staff went out to see if people had permits for them.

Mayor Raymond commented that there was a car wash every weekend back then, and one of the car wash owners was complaining that they paid money to let the water go down into the drains, which is why the stipulation regarding one car wash a year, held at a car wash.

Public Works Director Henne said it can be more, adding that staff advises them to hold them at places such as Les Schwab, where they have runoff going into a grassy swale. He spoke briefly about the various projects his department is involved in, inviting Council to provide feedback on the TIP projects given to them at the last meeting. He noted that they will be hauling twenty-five hundred yards of dirt to Volunteer Park, and have tried to keep project costs down.

Human Resources Manager Potter said that they have hired a new Community Development Supervisor named Jeff Peters, who is well aware of state laws and regional concerns. He remarked that Mr. Peters has worked for the City of Yakima and is excited to work in Selah, adding that he is very qualified for the position. He stated that they have received notice that an officer would be retiring at the end of June. They have started the hiring process and will compile a new list through the Civil Service board to recruit. He noted that employee evaluations will be starting soon, to be completed by the end of May for all departments except the Police, who do theirs on a different schedule.

Council Member Carlson asked if they considered previous applicants for hiring a new officer.

Human Resources Manager Potter responded that the Civil Service board, comprised of three individuals from the community who volunteer to assure the process of hiring police and fire officers has no bias, go through four steps of testing, including a physical, written, oral board evaluation, and a psych evaluation, followed with an interview with the Chief and a background check. He said that they have already extended the previous list, which had six eligible applicants, and have decided to open it again, so if a candidate wanted to be reconsidered he or she would have to reapply.

Mayor Raymond requested Police Chief Hayes back to address Council.

Police Chief Hayes explained that they decided to go forward and ask for applicants because they would like a broader area. He noted that the officer retiring has been doing this a very long time.

Council Member Carlson inquired about patrol at SIS, mentioned at the previous meeting.

Police Chief Hayes replied that the SRO and other officers are on it but may not have been in the areas needed the most. He said that they get a lot of complaints of people dropping kids off behind the buildings.

Clerk/Treasurer Novobielski had no update regarding revenues. He spoke about the progress on paperless billing, saying that they have been training and plan to go live with it next week. He added that they will get the word out via the website Facebook, and the utility bills.

Council Member Underwood wondered why billing history would only go back two years.

Clerk/Treasurer Novobielski responded that everything has limitations, and even with terabytes of data they only have a two year history available.

Council Member Overby noted that the retention schedule states that they don't have to retain the data forever anyway.

Clerk/Treasurer Novobielski agreed, adding that State law requires six years of retention, of which they have hard copies but not electronic.

Recreation Manager Mullen gave an update on the three summer events, saying that the awards have been ordered for the car show and they are also working on both the base race and Independence Day celebration. He said that they will have a soccer jamboree on May 6 to finish off the season, park rentals are filling up fast for the summer season, and they are revamping swim lessons to allow staff to look into the records of when kids registered for lessons and which they have completed. He expressed his thanks to both Civic Center Manager Tait and Recreation Coordinator Morales for their work on the Parks & Recreation newsletter, noting that it is available online. He stated that they only have one group listed for Volunteer Park but he is willing to do a spreadsheet if volunteers contact him, noting that upkeep is where they need volunteers.

City Attorney Noe had no report.

2. Council Members

Council Member Ritchie had no report.

Council Member Overby spoke about the special SPRSA meeting last Monday, to discuss issues talked about at the last Council Meeting regarding operating costs, which for the 2017 season continue to be covered in the current levy amount, but for the new facility in 2018 they will have higher operating costs. He said that the SPRSA did agree to a one year levy for an additional three hundred thousand dollars, to be on the August first ballot. He noted that the SPRSA will use that additional funding to enter into an agreement with the City for maintenance and operations, but they are also looking at the option of outside vendors and looking at putting out requests for proposal. He ended by saying that the next SPRSA meeting is May 17th at five pm, at the Selah Civic Center.

City Administrator Wayman commented that the slide from the information presented to Council showed a levy on the ballot August first.

Council Member Overby remarked that by the time they break ground they will know what the future may hold, and it gives them an opportunity to pause if the levy doesn't pass. He noted that there is a two week delay at the beginning of August for a traffic study.

Council Member Sample had no report.

Council Member Tierney had no report.

Council Member Bell had no report.

Council Member Underwood felt that some of the numbers regarding pool operation and maintenance were kind of high, and wondered what happened to excess funds if the actual numbers were lower.

City Administrator Wayman responded that the manpower hours are what they are. He said that the City charges based on services rendered, and that if there are excess funds the money rolls over in that same account just like any other line number.

Council Member Underwood asked what happens to the taxpayers paying extra tax if there is an excess of seventy thousand dollars over expenses.

City Administrator Wayman replied that the answer is that any money left over in the account is operating capital for the beginning of the next year per the State Auditor, and they are hoping to have some funds rolled over to next year.

Council Member Overby clarified that the current facility is owned by the City and they maintain it at a bit of a loss, whereas the new facility would not be City-owned, putting them in the same position as any other potential bidder for operations. He reiterated that the SPRSA is also looking at other operators or contractors who could potentially do the job for less money, adding that the SPRSA levy isn't going directly into City coffers but is in fact billed to the SPRSA for reimbursement. He went on to say that, in

the event there is a less expensive option for the SPRSA, whatever leftover monies from the levy stays in SPRSA coffers to use in the future for things such as a moveable roof. He added that the biggest wild card comes down to anticipating revenues for the new facility, but he is comfortable with the manpower assessment done by the City, knowing that City salaries and benefit packages are more expensive than the private sector.

Council Member Bell remarked that the City's estimate for an M&O came in under the estimate given to SPRSA by their contractor, by approximately forty thousand dollars, and that, while it is unfortunate that they are looking at this kind of levy increase, they need that to be competitive unless they can find some other source. He felt that the SPRSA does not have the time to have another contractor facilitate at a lower cost for the 2018 season.

City Administrator Wayman remarked that another estimate the City had to make that impacted the amount of money is the amount of revenue projected, as they wanted to be on the conservative side. He noted that approximately twenty-five percent comes from the Selah Dolphins, and they didn't want to be overly optimistic regarding revenue projections. He felt that, beyond paying for logistics and personnel, there should be enough to have starting funds for the next year. He stated that excess monies will not be used by the City for another project, and that Fund 190 cannot be used for anything other than the pool.

Council Member Underwood wondered if the SPRSA was aware that test pits were dug at Chesterley Park for a new pool facility.

City Administrator Wayman relied in the affirmative, saying that the board hired their contractor to perform those tests.

Recreation Manager Mullen clarified that is a Yakima pool.

Council Member Underwood reiterated that they are doing soils testing.

Council Member Overby commented that the City did that here as well.

Recreation Manager Mullen said he would check with his counterpart in Yakima and find out about that, noting that it would reinforce their conservative revenue position.

City Administrator Wayman apologized for confusing the tests in Yakima with those in Selah.

Council Member Underwood expressed concern about hearing that someone was dismissed from the Planning Commission, feeling like they are losing people left and right from the boards.

Mayor Raymond explained that Chairwoman Smith came to her about a commissioner who was absent from several meetings without communication to that effect, which creates a potential issue regarding a quorum and also one less Commissioner to provide input on the matters heard. She stated that the individual has been replaced.

Council Member Underwood inquired if Council would vote on the replacement.

Mayor Raymond responded in the negative.

Council Member Carlson expressed his thank to the Public Works department for their quick response to a problem at his residence, saying that he thinks sometimes they forget the effort put in by staff to keep the City moving. He remarked that he heard some concerns similar to Council Member Underwood's regarding the levy, and felt that the matter needed to be looked at in a different light. He said that this is a one year levy, an opportunity for the SPRSA to say thanks for keeping us on one more year, and that if they can find someone cheaper than more power to them, but in the meantime the City offered to help out to operate the pool. He felt that numbers being put out are immense, and that by being conservative the City is helping to put money in that fund. He looked on this as a good thing and an opportunity for the SPRSA to find out what true timeframe, costs and expenses will be to apply to their new levy.

Council Member Underwood expressed concern about passing the levy.

Council Member Carlson commented that it was better to be a bit high than too low with numbers.

Council Member Overby agreed, saying that the long picture for the SPRSA that they can take on more of the Parks and Recreation items that appeal to the entire district. He remarked that this is a great way for the SPRSA to build a great foundation for the future, and that there will be an ongoing risk every time they go out for a levy, as it has to be renewed by the taxpayers every six years at maximum.

3. City Administrator

City Administrator Wayman spoke about a meeting he and Public Works Director Henne attended early last week, to discuss SR 823 with the Washington State Department of Transportation. He said that they talked a lot about slowing traffic down coming off of I82 and the intersection at Southern Avenue and south First Street as well as the Jim Clements Way turn, including a possible traffic light at Southern Avenue, and they need political support from the State representatives if they are serious about slowing down traffic on South First. He felt it was probably time they begin lobbying for things like a traffic circle or light at Southern Avenue, and more calming measures to slow people down on south First.

Council Member Overby wondered about a possible safety issue.

City Administrator Wayman outlined some measures discussed, such as flashing lights on the bridge and reduced speed limits to get folks to slow down. He added that the engineers they talked with agreed that crosswalks are not really a good idea other measures are doable from their perspective.

Council Member Tierney opined that a traffic circle at Southern Avenue would be a welcome addition.

City Administrator Wayman commented that they had an interesting discussion regarding visibility and what people see when they enter south Selah, as the scenery doesn't change from the bridge and freeway, and that the WSDOT mentioned placing some Welcome to Selah signage and some sort of change to the scenery to persuade motorists to slow down. He remarked that he had a meeting at the trolley barn, and they imparted to him that they intend to begin cleaning the track this week, with assistance from City of Yakima personnel. He noted that their target for returning to Selah is May 1.

Council Member Tierney wondered if they are aware of the broken rail.

City Administrator Wayman answered in the affirmative, saying that they will go through the route to look at the railroad ties and any washouts, to make sure the track is clear of obstructions.

4. Boards
 - a. Planning Commission Minutes – February 07, 2017 and March 21, 2017
5. Mayor

Mayor Raymond expressed her thanks to City Planner Durant for his services, and also to the City departments for their hard work.

P. Executive Session **None**

Q. Adjournment

Council Member Carlson moved, and Council Member Tierney seconded, that the meeting be adjourned. By voice vote, approval was unanimous.

The meeting adjourned at 5:22 pm.

Paul Overby, Council Member

Roy Sample, Council Member

Roger Bell, Council Member

Diane Underwood, Council Member

ATTEST:

Dale E. Novobielski, Clerk/Treasurer

Sherry Raymond, Mayor

John Tierney, Council Member

Laura Ritchie, Council Member

Russell Carlson, Council Member